



CITY OF PLEASANT HILL

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100 Gregory Lane
Pleasant Hill, CA 94523

MAJOR SUBDIVISION SUBMITTAL REQUIREMENTS (excluding Architectural Review)

The submitted information must accompany each major subdivision application for the application to be deemed complete. The staff will review the submittal requirements with each applicant to ensure the most efficient processing and to see if any submittal requirements can be reduced or waived. The submittal information is described in detail below.

The submittal information shall be provided to the Public Works and Community Development Department. All submittal information shall be presented along with the Public Works and Community Development Department's application form, related fees, and any additional information required by the department before the application can be accepted as complete. Note: The City reserves the right to impose additional submittal requirements that is deemed relevant to the project.

Size limit: Plans should be no larger than 24" x 36" trimmed.

Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

SUBMITTAL REQUIREMENTS BY NUMBER:

**Number
of
Copies**

- | | | |
|---|--------------------------|--|
| 1 | <input type="checkbox"/> | 1. <u>Application form</u> - completed and signed. |
| 1 | <input type="checkbox"/> | 2. <u>Deposit and Cost Recovery</u> - A deposit of \$10,000 shall be required to be submitted to the City. The application will be processed through a cost recovery method and may exceed or be less than the deposit amount. |
| 1 | <input type="checkbox"/> | 3. <u>Location map</u> - indicating the subject parcel(s) and adjacent streets. |
| 1 | <input type="checkbox"/> | 4. <u>Title report</u> - a preliminary title report for all parcels, prepared within three months prior to filing the application. |
| 1 | <input type="checkbox"/> | 5. <u>Written statement</u> - describing the project in detail and what the reasons are for the project including the city's potential benefits and costs. For appeals, the written statement should contain the reasons for the appeal and the exact decision or conditions that are being appealed. |
| 1 | <input type="checkbox"/> | 6. <u>Participant Disclosure Form</u> - completed and signed. |

- 1 ☐ 7. **Environmental Information Form** - completed and signed.
- 1 ☐ 8. **Traffic Report** - Projects which generate more than 100 peak hour trips shall provide a traffic study that is consistent with the requirements of the Contra Costa Transit Authority.
- 1 ☐ 9. **Soils and Geologic Report** - a preliminary Soils and Geologic Report, prepared by a licensed Civil Engineer specializing in soils engineering, based upon adequate test borings. The report shall indicate the presence of any critically expansive soils or any other soils problems, which, if not corrected, may lead to structural defects. The report shall contain a geologic map and description of geologic formations and structures significant to the safety and performance of improvements; include faults, existing active or inactive landslides, and areas subject to earthquake ground failure because of liquefaction.
- 1 ☐ 10. **Tree Arborist Report** - an independent report by a certified arborist, licensed landscape architect or other professional approved by the Public Works and Community Development Director. This will be peer-reviewed by a City selected arborist at the applicant's expense.
- 1 ☐ 11. **Site photographs** - (polaroid is acceptable) to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view.
- 1 ☐ 12. **Reductions** – Seven (7) copies of 11"x17" size black and white reductions and one (1) copy of an 8 1/2" x 11" black and white reduction of each plan.
- 15 ☐ 13. **Map** - the map shall include the following information:
- a) **Map** - The tract name, tract number, north arrow, scale, date and a vicinity map to show the location and boundary of the proposed tract and existing street pattern in the immediate vicinity.
 - b) **Names** - Names and addresses of record owner and subdivider; name, address, and registration or license number of engineer or surveyor.
 - c) **Roads** - Locations, names, and present width of adjacent roads, streets, highways, ways, or intersections, as well as those proposed in the new subdivision.
 - d) **Structures** - All existing adjacent structures and improvements and names of adjacent owners.
 - e) **Topography** - Contour lines having intervals of not over two (2) feet for ground slopes under five (5) percent, and not over five (5) feet for ground slopes over five (5) percent extending fifty (50) feet or more beyond subdivision property lines. Within the hillside areas, contours of existing and proposed grading and required cross-sections shall be shown on a tentative map. The plan shall show existing contours on these properties surrounding the subject property.

- f) Curves - Approximate centerline radii of all curves.
- g) Geotechnical - Approximate location of areas of existing slides, slips, and sump areas subject to inundation or storm water overflow and of all areas covered by water courses.
- h) Utilities - Approximate street grade and storm drain locations (existing and proposed), and sanitary sewers (existing and proposed) to be shown.
- i) Public areas - areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.
- j) Easements - Show all easements of record, including sufficient recording data to identify the conveyance (book and page of official records).
- k) Roads - The edges of pavements of existing paved roads, driveways, and edges of existing travelways within public rights-of-way and easements or within private common rights-of-way.
- l) Elevation - Show bench mark based on U.S.C. & G.S. datum 1929.
- m) Lots - Lot layout, dimensions and area of each lot.
- n) Trees - The location and species of all existing trees within the boundaries of the subdivision which have a trunk diameter of four (4) inches or greater measured at two (2) feet above the ground.
- o) Roadway geometrics - Typical geometric sections for streets showing pavement width, curbs, sidewalks, grading in marginal strip, median strips, slopes of cuts and fills, and other construction proposed or applicable.
- p) Features - building appurtenances and features including balconies, decks, landscaping, stairs, and roof lines to be shown.
- q) Phasing - potential phasing limits of the project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities, and open space.
- r) Coverage - tabulation of building, landscaping, open space, and paving.

1 ☐ 14. **Rendered subdivision map**

1 ☐ 15. **Cost Recovery Agreement** – Agreement for payment to the City for application processing, and plan checking and inspection services for certain land use and development projects.